

**NORTH LINCOLNSHIRE COUNCIL  
NEIGHBOURHOOD SERVICES**

**PLACES OPERATIONAL  
LOCAL JOINT CONSULTATIVE COMMITTEE**

Minutes of the Meeting held on Friday 24 January 2014 at 1.30 pm  
Held in Function Room 2 – Civic Centre

**Present:** C Matthews (Chair), T Ashton, H Barratt, M Button, J Coates, M Dickinson, L Dougan, F Hart, J Luty, N Parker, A Prescott, J Waring, C Sanderson, S Seddon, M Short, N Cooke, M White, G Wright, G Abbott, R Khatun (Minutes)

| Minute Ref | Details   | Action    |
|------------|---|-----------|
| <b>1.0</b> | <b>APOLOGIES &amp; SUBSTITUTIONS</b>  |           |
|            | Apologies were received from T Bishop and D Hooton.<br><br>AP introduced Jane Waring (HR) to the group.   |           |
| <b>2.0</b> | <b>MINUTES OF MEETING HELD 29 November 2013</b>   |           |
|            | These were agreed as a true record.   |           |
| <b>3.0</b> | <b>MATTERS ARISING FROM MEETING HELD 29 November 2013</b>   |           |
| <b>3.1</b> | <b>Contractors /Risk Assessments</b> – Resolved, risk assessments to be provided by contractors working on NLC sites, cemeteries etc before work commences. Managers to discuss this with site teams.   | <b>CM</b> |
| <b>3.2</b> | <b>Refuse Round CM</b> – Dates are now in hand for CM to ‘go out’ on a refuse round.  | <b>MS</b> |
| <b>3.3</b> | <b>Middle Managers/Supervisors</b> – Discussion has not taken place in DMT. CM to look into more volunteering, by supervisors, re the gritting rota. FH also thanked CM for the excellent job he did serving Christmas dinner at the Schools. | <b>CM</b> |
| <b>3.4</b> | <b>Biffa</b> – No progress regarding the issues on Biffa Site, JC will report back as soon as he has an answer (required urgently).   | <b>JC</b> |
| <b>3.5</b> | <b>Calibrating Monthly On-Board Weighing</b> – Rounds have been redesigned so they do not go overweight. JC is undertaking reviews to current rounds and there may be some tweaks required.   | <b>JC</b> |
| <b>3.6</b> | <b>Winter Maintenance – Stock Levels</b> – AL confident with winter stock levels.   |           |
| <b>3.7</b> | <b>Re-introduction of Suggestion Box</b> – CM will feed back to A Hopkins if nothing comes from the Corporate View.   | <b>CM</b> |

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|------------|--|-------------------------------|
| <b>4.0</b> | <b>HEALTH &amp; SAFETY ACCIDENT STATS</b>  |                               |
|            | <p>Number of Incidents<br/> Grounds Maintenance – Nov: 0, Dec: 3<br/> Bereavement Services – Nov &amp; Dec - Nil<br/> Fleet – Nov: 1, Dec: Nil<br/> Cleaving &amp; Waste - Nov: Nil, Dec: 2<br/> Schools Catering/BCU – Nov: 9, Dec</p> <p>Copies of above attached to these minutes.</p> <p>LD issued all a copy of Community Services accident stats. The report is not looking too positive and LD is quite concerned as there have been some major incidents/accidents – there has been an increase in all areas.<br/> LD will be working with management teams to identify any training required.</p> <p>The Council has been awarded funding to train employees as a Manual Handling ‘Champion’ from each area. The ‘Champion’ will then be able to train other employees within the department – this is due to take place very soon and should be finished by the end of March. Guidance, support and mentoring will be provided. A DVD will also be made to help the Champions in delivering the training – volunteers will be required to be part of the DVD.</p> <p>LD is happy to issue stats for individual departments. CM mentioned that the stats were very easy to understand and he will be taking them back to DMT.</p> | <b>LD</b>                     |
| <b>5.0</b> | <b>REVIEWS</b>   |                               |
|            | <p>Highways &amp; Neighbourhood Services are still under review – it has been held back due to extra work that was involved with the flooding. Resources and Transport review has been submitted to elected members for consideration. AP will arrange to meet with the Trade Unions once he has more details.</p>   | <b>AP</b>                     |
| <b>6.0</b> | <b>ANY OTHER BUSINESS</b>  |                               |
|            | <p><b>Roxby Tip Site</b> - MS mentioned the state of the surface at the site, he is concerned that an accident is waiting to happen - it is also the second time it has been mentioned. JC responded that Biffa have not declared the surface to be unsafe so we will continue to use the site. JC &amp; CM will visit site to inspect, currently risk assessments are taking place. JC to resolve and advise users of the site.</p> <p><b>Lone Working</b> – CS mentioned that Supervisors are not contacting lone workers to ensure that there are no concerns. LD will look at tightening up lone working procedures.</p>   | <b>JC/CM</b><br><br><b>LD</b> |
| <b>7.0</b> | <b>DATE AND TIME OF NEXT MEETING</b>   |                               |
|            | Friday 21 March 2014 – 1:30pm, Function Room 2, Civic Centre   |                               |